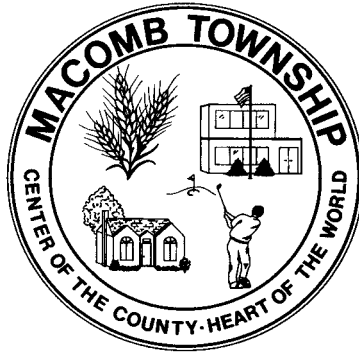


MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 • 586-992-0710 x 4
www.macomb-mi.gov



APPLICATION PACKET FOR MODEL PERMITS PRIOR TO FINAL PLAT APPROVAL

APPLICANTS TAKE NOTICE OF THE FOLLOWING:

All applications must contain each and every page from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Clerk's Office.

Please use only the forms provided with this application. No other forms, however similar, will be accepted.

Michael D. Koehs, CMC
Township Clerk

APPLICATION FOR MODEL PERMITS

MACOMB TOWNSHIP CLERK'S OFFICE
54111 BROUGHTON ROAD
MACOMB, MI 48042
(586) 992-0710 EXT. 4

Date of Final Preliminary Plat approval by Township Board: _____

Only Complete Applications Will Be Accepted (PLEASE PRINT OR TYPE)

☐ Subdivision ☐ Site Condominium ☐ Regular Condominium

Permanent Parcel No. 08-____ - ____ - ____ - ____

Development Name: _____

Applicant's Name: _____

Address: _____ City: _____ Zip Code: _____

Phone Number: _____

Lot Number or Building and Unit Number, Common Address and Street Name for which models are requested:

Lot/Bldg & Unit #

Address and Street Name

_____	_____
_____	_____
_____	_____
_____	_____

The following utilities/improvements have been installed throughout the entire subdivision (please check the appropriate boxes)

☐ Water ☐ Paving
☐ Sanitary Sewer ☐ Storm Sewer ☐ Street Signs

In addition, the following must occur:

☐ "As-Built" drawings must be received and accepted by the Township Engineer

Signature of Applicant

Date

MODEL PERMIT REVIEW PROCESS FOR SUBDIVISIONS AND CONDOMINIUMS

INTRODUCTION

Requests for Model Permits may be considered when the following improvements are completed: paving, temporary street signs, water, and sanitary and storm sewer utilities. Normally electric, gas, telephone and cable are not yet installed when model permits are requested.

All requests for model permits, whether in proposed subdivisions or condominium developments must be reviewed by various Township Departments and final approval granted by the Macomb Township Board of Trustees. The number of model permits for any development will be limited as follows:

- For subdivisions: no more than four homes per subdivision, as defined by the approved Tentative Preliminary Plat, regardless of any phasing.
- For condominium developments: permits will be limited to four units or one building. If the building selected in a condominium development contains more than four units, then occupancy permits may be received for a maximum of four units until all other approvals are secured.

REVIEW PROCESS

- Step 1:** The developer submits an Application for Model Permits to the Township Clerk's Office. No fees or other documentation is required from the applicant at this time.
- Step 2:** The Clerk then sends a request to the Consulting Engineer and Planner and to the Building, Fire, and Water and Sewer Departments, who will review their records and make a visual inspection to determine if the required improvements have been installed. The departments will submit their reports to the Clerk's Office.
- Step 3:** If any of the reports are negative, the Clerk will send a letter to the developer stating the nature of the comments that need attention. The developer must then submit revised plans for a second review (see Step 2).
- Step 4:** Once all issues have been resolved and all department heads have reviewed and recommended approval, the Clerk will place the request on the next available Township Board agenda.
- Step 5:** If the Board determines all reports are in order, the Board of Trustees votes to authorize an ***Agreement to Issue Building Permits for Model Homes.***
- Step 6:** The builder, after approval by the Township Board of Trustees, must submit the following documents to the Township Clerk's office **for each lot or unit that a model permit is being requested:**
- ☐ One (1) *Agreement to Issue Building Permits for Model Home.*
 - ☐ Two (2) copies of a metes and bounds description of each lot.
 - ☐ One (1) signed and sealed drawing by a registered surveyor, engineer or architect for each individual subdivision lot or condominium unit/building. ***Plot plans will not be accepted.***
 - ☐ A bond in the amount of \$7,500.00 in cash, letter of credit or other acceptable surety, ***for each*** model or unit.

- Step 7:** The Clerk's Office verifies with the Assessing Department that the metes and bounds descriptions matches the bond to be posted and the *Agreement to Issue Building Permits for Model Homes* and receives the bond money.
- Step 8:** The Clerk sends the *Agreement to Issue Building Permits for Model Homes* to the Supervisor's Office for review and signature.
- Step 9:** When the Clerk's Office receives the *Agreement to Issue Building Permits for Model Homes* signed by Township Supervisor, and approval of the metes and bounds description from the Assessor, the Clerk shall notify the Building Department and Water and Sewer Department that permits may be issued. The Clerk's Office will communicate same to the builder.
- Step 10:** The Builder must then apply for and receive all required permits from the Building Department. Additional reviews may be necessary through the Building Department. Expect the same processing time as for a regular residential permit review.
- Step 11:** The Builder builds the model homes, receiving the necessary inspections throughout the process. Once finished, they shall request a release of the bond as described below.

RETURN OF BOND MONEY

- Step 1:** Once the model has been completed and a Certificate of Occupancy has been issued, you may then ask for your bond to be returned by submitting a letter to the Clerk's Office. You must indicate the subdivision name, lot or unit number and address.
- Step 2:** The Clerk's Office sends a request to the Building, Water and Sewer, and Finance departments for review and comment. The departments are given 10 business days to return their comments to the Clerk's Office.
- Step 3:** If all reports from the departments are positive, the Clerk places the request on the next available Township Board agenda.
- Step 4:** If any of the reports are negative, the Clerk will send a letter to the developer stating the nature of the comments that need attention. The developer must then correct any outstanding issues and submit another written request for another inspection (see Step 2).
- Step 5:** Once all issues have been resolved and all department heads have reviewed and recommend release of the bond, the Clerk will place the request on the next available Township Board agenda.
- Step 6:** If the Board determines all reports are in order they vote to authorize the release of the bond.
- Step 7:** The Clerk's Office will then inform the petitioner of the Township Board's action. If the bond submitted was a cash bond, the Clerk's Office will return a check to the petitioner; if the bond was a letter of credit, the Clerk's Office will send a letter releasing the letter of credit from the institution at which it was held.